

Electronic Case Files CM/ECF



User's Manual

District of North Dakota
(Revised June 30, 2006)

Table of Contents

Getting Started	<u>1</u>
Introduction	<u>1</u>
Help Desk	<u>1</u>
ECF System Capabilities	<u>1</u>
Requirements	<u>2</u>
Hardware and Software Requirements	<u>2</u>
PACER Registration	<u>2</u>
Registering for Access to ECF	<u>3</u>
Preparation	<u>3</u>
Setting Up the PDF Reader	<u>3</u>
Portable Document Format (<i>PDF</i>)	<u>3</u>
Convert Documents to PDF Format	<u>4</u>
Basics	<u>4</u>
Documents Filed in Error	<u>4</u>
Viewing Transaction Log	<u>4</u>
Case Numbers	<u>5</u>
A Step-By-Step Guide	<u>6</u>
How to Access the System	<u>6</u>
Logging In	<u>6-7</u>
Selecting ECF Features	<u>8</u>
Civil Events Feature	<u>8</u>
General Rules and Manipulations	<u>9</u>
Manipulating the Screens	<u>9</u>
Correcting a mistake	<u>9</u>
Signatures / Affidavits of Service	<u>9</u>
Filing a New Civil Case	<u>9</u>
Filing Documents for Civil Cases	<u>10</u>
Select the type of document to file	<u>10-11</u>
Enter the case number in which the document is to be filed	<u>12</u>
Designate the party(ies) filing the document	<u>12-13</u>
Specify the PDF file name and location for the document to be filed	<u>13-14</u>
Adding Attachments to Document Being Filed	<u>15-16</u>
Linking documents	<u>16</u>
Modify docket text	<u>17</u>
Submit the pleading	<u>17-18</u>
Notice of Electronic Filing	<u>18-19</u>
E-Mail Notification when documents are filed	<u>19</u>
Criminal Events Feature	<u>20</u>
Filing Documents for Criminal Cases	<u>20</u>
Select the type of document to file	<u>20-21</u>
Enter the case number in which the document is to be filed	<u>21</u>
Designate the defendant(s) that the filing relates to	<u>22</u>
Verify the case number and caption are correct	<u>22</u>
Designate the party(ies) filing the document	<u>22</u>
Select the appropriate motion you are filing	<u>23</u>
Specify the PDF file name and location for the document to be filed	<u>24</u>
Add attachments to document being filed	<u>25</u>
Linking documents	<u>26</u>
Modify docket text	<u>27</u>
Submit the pleading	<u>27-28</u>
Notice of electronic filing	<u>28-29</u>
E-Mail notification when documents are filed	<u>29</u>

Query Feature	<u>30-33</u>
Attorney	<u>33</u>
Case Summary	<u>34</u>
Deadlines/Hearings	<u>34-35</u>
Docket Report	<u>35-36</u>
History/Documents	<u>37</u>
Reports Feature.	<u>38</u>
Docket Sheet	<u>38-39</u>
Civil/Criminal Cases Filed Report	<u>40-41</u>
Utilities Feature	<u>42</u>
Maintain Your Account	<u>42-45</u>
View Your Transaction Log	<u>45</u>
Miscellaneous	<u>45-47</u>
Logout	<u>48</u>
Additional Information	<u>49</u>
Portable Document Format	<u>49</u>
Scanning Tips	<u>49</u>
Sealed Information	<u>50</u>
Sealed Cases	<u>50</u>
Sealed Documents	<u>51</u>
E-Filing Procedures	<u>52</u>
Consent to disposition by a Magistrate Judge	<u>52</u>
Filings requiring leave of court	<u>52</u>
Pro Hac Vice Motions	<u>52</u>
Social Security cases	<u>52</u>
Submission of Scheduling/Discovery Plans	<u>53</u>
Filing a Notice of Appeal	<u>53</u>
Text Only Orders	<u>53</u>
Court Forms	<u>54</u>
Chamber's E-Mail Addresses	<u>54</u>

Civil/Criminal Events List: See events list on website

Electronic Case Files System User's Manual

(Last revision: June 27, 2006)

***** See Court website for ECF training classes. Free CLEs! *****

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape, PDF programs and Internet Explorer. In addition to this manual, ECF registrants should follow the Court Local Rules, Federal Civil and Criminal Rules of Procedure and the [Administrative Policy Governing Electronic Filing and Service](#).

Help Desk

If you need assistance, telephone the Court's Help Desk between the hours of 8:00 AM to 12N and 1:00 PM to 5:00 PM, Monday through Friday. You may also send an e-mail at any time.

Toll Free Help Desk Phone Numbers and E-Mail Addresses:

Bismarck **1-866-827-3601**
ndd_helpdeskBismarck@ndd.uscourts.gov

Fargo **1-866-841-5126**
ndd_helpdeskFargo@ndd.uscourts.gov

ECF System Capabilities

The electronic filing system allows registered participants with Internet access to perform the following functions:

- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (e.g., Cases Filed Report, Calendar (for cases filed electronically))

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view, and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Windows 95
- An Internet provider
- Netscape Navigator software version 4.6x or newer, or Internet Explorer 5.5 or newer
- Software to convert documents from a word processor format to Portable Document Format (PDF)

Optional:

- A scanner to transmit documents that are not in your word processing system.
Note: This would only be used for documents that cannot be produced electronically.

Public Access to Court Electronic Records (PACER) Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at: <http://www.pacer.uscourts.gov>

Registering for Access to ECF

Participants will need to register with the Courts to receive a login and password for the CM/ECF system. Registration forms can be obtained on our website at: <http://www.ndd.uscourts.gov>. Complete the form on-line, print, sign, and return the completed form to the Bismarck Clerk's Office. The registration forms for the entire district will be maintained in the Bismarck Office.

Completed registration forms should be mailed to:

Clerk, U.S. District Court
Attn: ECF Registration
PO Box 1193
Bismarck, ND 58502-1193

Once an account has been established, your ECF login and password will be sent to you by the Office of the Clerk via e-mail. For security reasons, we request that you change your password immediately.

Registered users can visit a training version of the system on the Internet at <http://pacer.psc.uscourts.gov/cmecf/dctrain.html> to practice in the ECF system. We strongly recommend that any users of the system to attend a training class and practice in the "training" ECF database before filing documents in the "live" ECF database. See our website for the ECF training class schedule.

Preparation

Setting Up the PDF Reader

In order to view documents filed on the system, users must use a Portable Document Format (PDF) reader. Many computers come with this reader pre-installed. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

Portable Document Format (PDF)

Only Portable Document Format (PDF) documents may be filed with the Court using the Court's Electronic Case Filing (ECF) system. The PDF Reader and Writer programs are not always obtained at the same time. PDF Readers are frequently free products available for download. A program capable of writing to PDF is required to file with the Court. Before filing the document with the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format. If you upload a non-PDF document, you will receive an error message.

Converting Documents to Portable Document Format (PDF) _____

You must convert all of your word processing documents to PDF before e-filing to the Court's ECF system. The conversion process requires special software to convert word processing documents to PDF.

Basics

Documents Filed In Error

A document incorrectly filed in a case may result from a) e-filing the wrong PDF file to a docket entry; b) selecting the wrong document type from the events menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, please telephone or e-mail the ECF help desk

Bismarck **1-866-827-3601**
ndd_helpdeskBismarck@ndd.uscourts.gov

Fargo **1-866-841-5126**
ndd_helpdeskFargo@ndd.uscourts.gov

as soon as possible after an error is discovered. You will need to provide the case number and document number for which the correction is being requested. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system will not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk in Bismarck at 1-866-827-3601 as soon as possible. The Bismarck Clerk's Office issues the ECF logins and passwords for the entire district.

Case Numbers

A case number is assigned to every case filed in the Court. The number is assigned by division, year filed, case type and sequential number. For example, 1:05-cv-145 is a southwest divisional case, filed in 2005, is a civil action, and was assigned case number 145.

Criminal case numbers also include the defendant number. The defendant number is determined by the order in which the defendants are listed on the charging instrument (criminal complaint, indictment, or information). The order is not changed by the filing of superseding charges, unless directed by the Court. An example of a criminal case number is 2:05-cr-167. A criminal number including a defendant number is 2:05-cr-167-02.

The case number is divided into four sections: division number, case calendar year, case type, and case sequence:

1	05	cv	145
Division Number 1 - Bismarck 2 - Grand Forks 3 - Fargo 4 - Minot	Case Year assigned by year case is filed	Case type cv - civil cr - criminal mc - miscellaneous mj - magistrate judge	Case number assigned sequentially by the system

A Step-By-Step Guide

Below is a step-by-step guide for accessing the system, preparing a document for filing, and filing a motion.

How to Access the System

Users will access the system via the Internet through the District of North Dakota's website at: <http://www.ndd.uscourts.gov> Click on the CM/ECF link, then click on the hyperlink "click here to log into CM/ECF". Next, click on the hyperlink "District of North Dakota - LIVE - Document Filing System" to enter the CM/ECF system.

An ECF login and password is required to file a document. The client code may be left blank as it is only monitored in PACER.

Logging In

The following screen is the login screen.

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions



Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.


An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

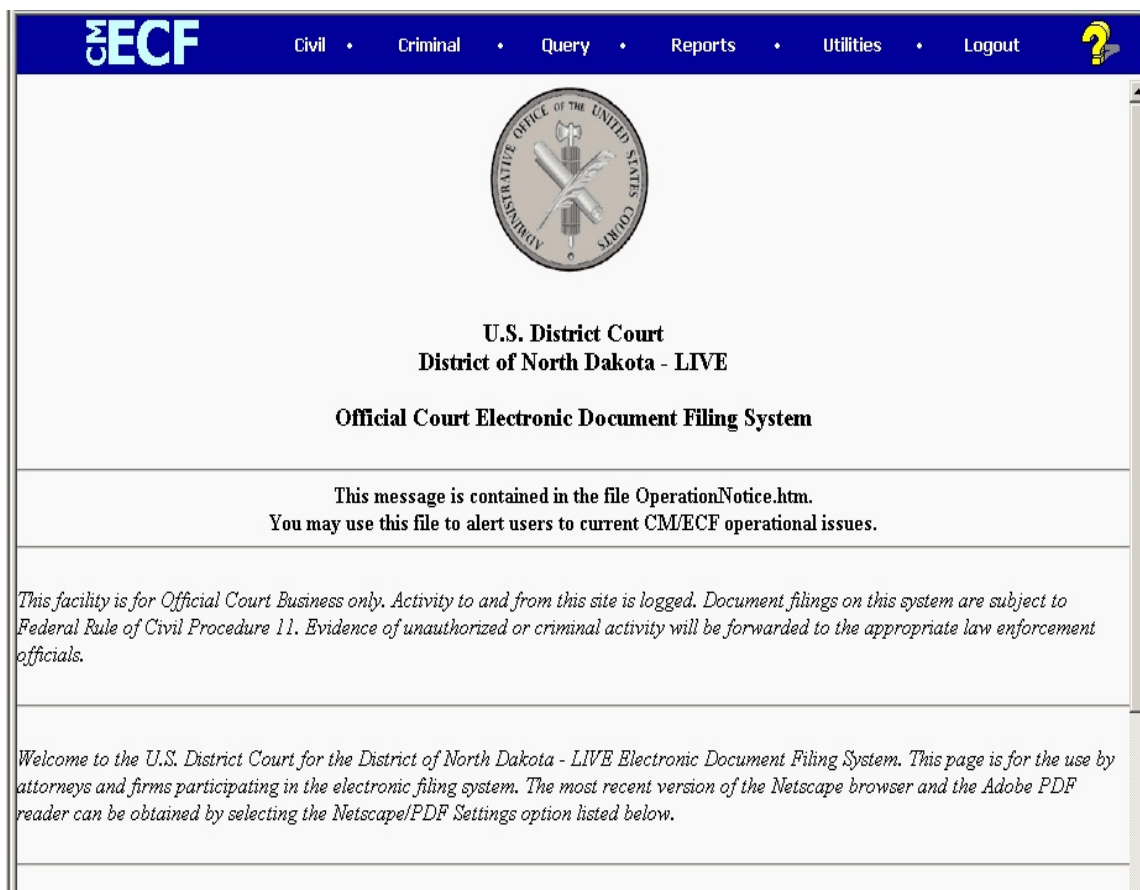
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

Enter your ECF login and password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. Then click on the  button to transmit the information to the system. If an error is made before you have submitted the screen, the  button allows you to clear the login and password entries so they may be re-entered.

If an invalid combination has been submitted, the system responds with an error message. Click on  located on the Internet tool bar, then re-enter your correct login and password. The entry of a valid login and password combination prompts the system to display the **Main Menu**.

Once the Main Menu appears, choose from a list of **hyperlinked** options on the top blue bar.



Selecting ECF Features

ECF provides the following features that are accessible from the blue main menu bar at the top of the opening screen.

Civil	Select Civil to electronically file all civil case pleadings, motions, and other court documents.
Criminal	Select Criminal to electronically file all criminal case pleadings, motions, and other court documents.
Query	You can query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF. (<i>PACER fees apply</i>)
Reports	Choose Reports to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report. (<i>PACER fees apply except for accessing the Calendar and Written Opinion reports.</i>)
Utilities	View your personal ECF transaction log and maintain personal ECF account information in the Utilities area of ECF.
Logout	This feature allows you to exit from ECF and prevents further filing with your password until the next time you log in. Only one user can be logged in using the same login and password at one time.
?	Click on a screen that you would like more information and then click the “?” button. A short screen will be displayed with help information regarding that area of CM/ECF.

Civil Events Feature



Registered filers will use the Civil events feature of ECF to electronically file with the Court a variety of pleadings and other documents for civil cases.

NOTE: Motions, briefs and statement of material facts should be filed as separate documents using separate docket entry events. A list of ECF civil events is posted on our website.

General Rules and Manipulations


Manipulating the screens

Each screen has the following two buttons:

-  button clears **all** characters entered in the box(es) on only that screen.
-  button accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is submitted to the Court, only the Court can edit, make changes or corrections. You may also click one of the menu options on the blue menu bar to start over.

SEE the [Administrative Policy](#) for information regarding:

- Service of Electronically Filed Documents
- Signatures
- Affidavits of Service
- Multiple Signatures

Filing a New Civil Case (e.g. Complaint, Removal)

Civil case opening documents, such as a complaint, petition, or notice of removal, together with the civil cover sheet (AO form JS44), and appropriate filing fee shall be filed by:

1. E-mail: If you e-mail your initiating documents you must send the PDF versions of the complaint and civil cover sheet and indicate the payment option you wish to use for the filing fee. The e-mail addresses for new civil cases are:

Western Divisional cases	ndd_newcaseBismarck@ndd.uscourts.gov
Eastern Divisional cases	ndd_newcaseFargo@ndd.uscourts.gov

An e-mail filing must contain in the body of the e-mail message:

- The name, e-mail address and telephone number of the filer (i.e. attorney);
- The type of document(s) being filed; and
- The number of PDF documents attached to the e-mail message

A party may not electronically serve a complaint, but shall effect service in a manner in accordance with Federal Rules of Civil Procedure 4. The Clerk's Office will not be able to process your new action without receipt of the filing fee.

2. The initiating documents in PDF saved on a 3.5" floppy or compact disk, delivered to Clerk's Office.

A disk label must contain: name, e-mail address and telephone number of the filer (i.e. attorney);

The name of the filing party;

The type of document(s) being filed (i.e. complaint); and

The number of documents contained on the disk.

3. The initiating documents delivered to Clerk's Office (or mailed) in paper format.

Summonses will be issued to you in paper (or electronically via e-mail), and then counsel will serve the same.

Note: The filing fee must be paid before your case will be opened in our Court.

Filing Documents for Civil Cases

The following portion of this manual describes the basic steps that you need to follow in order to file a single motion with the Court. The process is consistent regardless of the event.

There are nine basic steps involved in filing a civil document:

1. Select the type of document to file (see [Attorney Events Listing](#));
2. Enter the case number in which the document is to be filed;
3. Designate the party(ies) filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add Attachments, if any, to the document being filed;
6. Link documents, if appropriate;
7. Modify the docket text as necessary;
8. Submit the pleading to ECF;
9. Receive notification of electronic filing.

After successfully logging into ECF, follow these steps to file a pleading:

1. **Select the type of document to file**

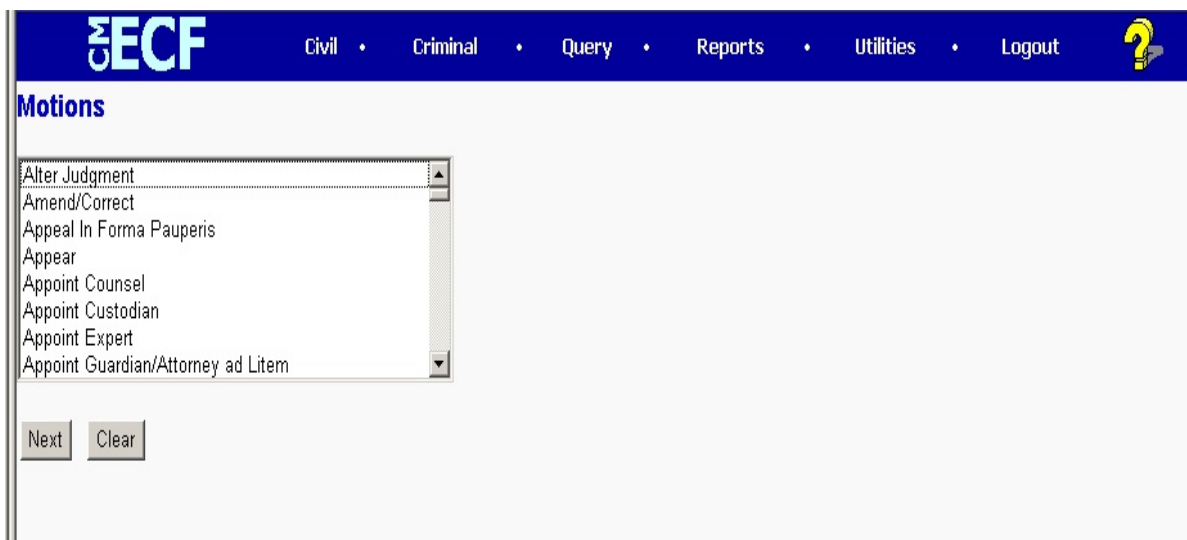
Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Events window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



Click on **Motions**, under the category of **Motions and Related Filings**.

The **Motions** screen appears and displays a motion relief selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or relief you wish to file.


Click on **Next** button.

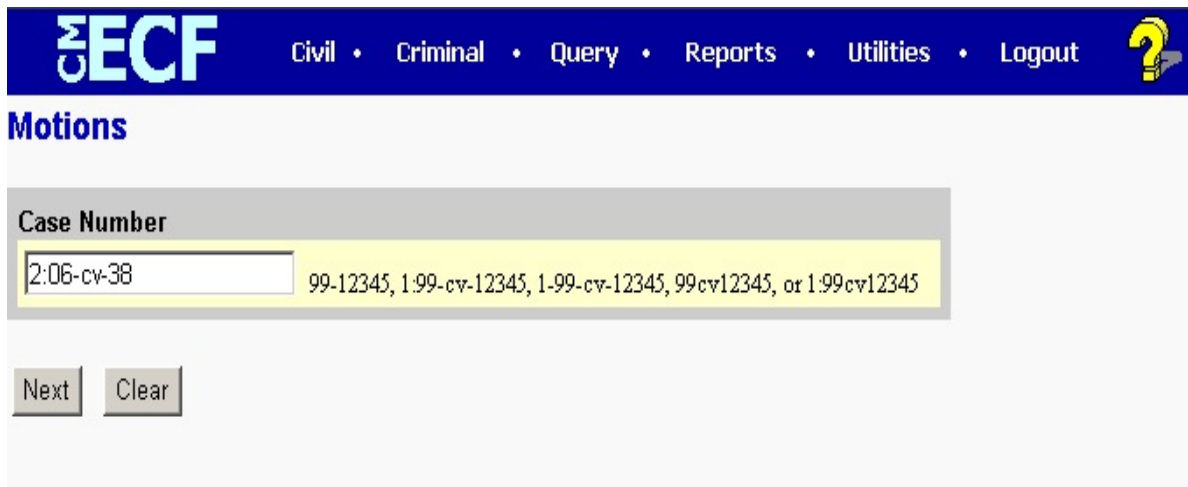


NOTE: The motion reliefs are in alphabetical order. By typing the first letter of the relief you are seeking, the system will advance you directly to the motion reliefs beginning with that letter.


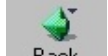
Each motion must be filed separately. For example, a “motion for summary judgment, or in the alternative, to dismiss case,” must be filed as two *separate* motions.

2. **Enter the case number in which the document is to be filed**


When the case number is correct, click on .



The screenshot shows the ECF Motions page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the word "Motions" is displayed in blue. A gray box contains the "Case Number" label and a text input field with "2:06-cv-38". To the right of the input field is a list of accepted case number formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

If the number is entered incorrectly, click  to re-enter. If the computer prompts that you entered an invalid case number, click on  to re-enter.

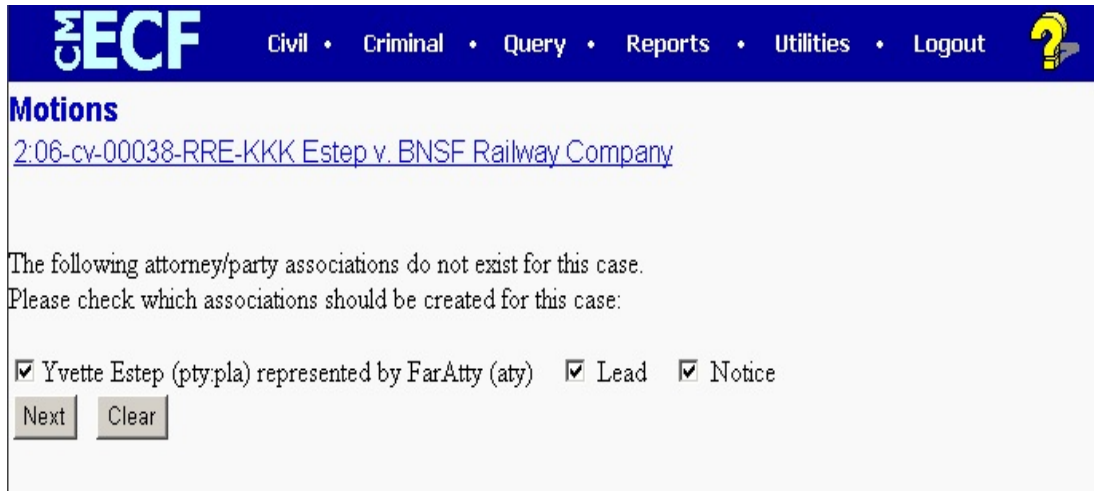
3. **Designate the party(ies) filing the document**

Click on the name of the party(ies) for whom you are filing the motion. Parties are listed in alphabetical order. If you represent more than one party, you may hold down the Ctrl key to select multiple individuals. If the party you represent is not reflected in the party list, contact the Clerk's Office. Only the Clerk's Office may add/delete parties to a case. Click on .



The screenshot shows the ECF Motions page with the case number "2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company" displayed. Below the case number, it says "Select the filer." and "Select the Party:". There is a list box containing "BNSF Railway Company [Defendant]" and "Estep, Yvette [Plaintiff]". To the right of the list box is a link "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

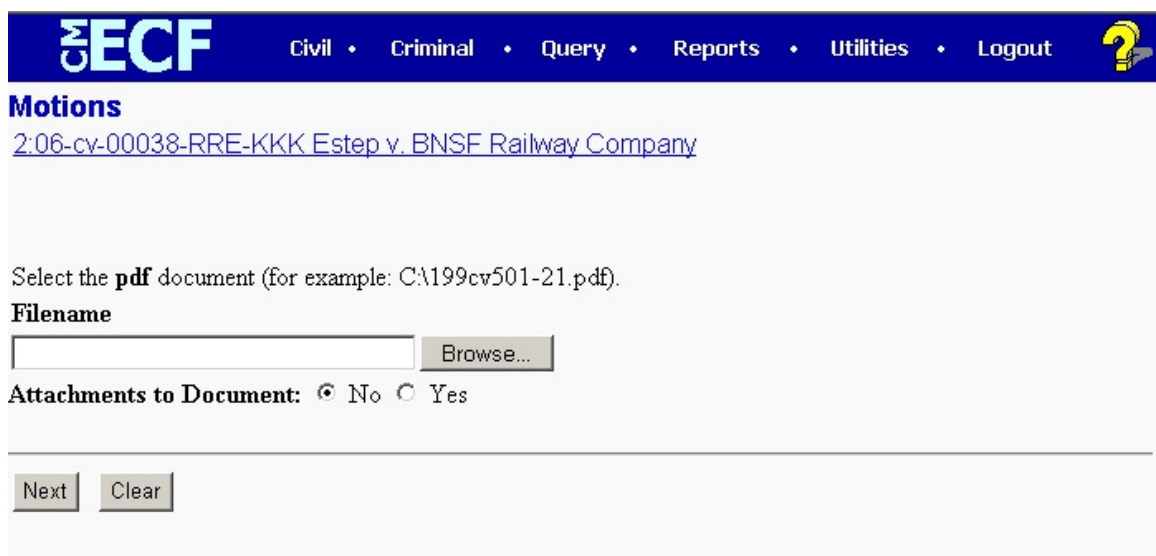
If this is the first time the attorney is filing in the case, the Attorney/Party Association screen will appear. The purpose of this step is to create an association between the attorney and the party. The box for “Lead” will appear unchecked and the box for “Notice” will appear checked. If the attorney will be the lead attorney, then he/she should check the “Lead” box. In order to receive electronic notices, the “Notice” box should remain checked. Check all three boxes if the attorney and party should be associated in ECF, then click the **Next** button.



The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is "Motions" and the case name is "2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company". The main content area states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text, there are three checked checkboxes: "Yvette Estep (pty:pla) represented by FarAtty (aty)", "Lead", and "Notice". At the bottom of the form are two buttons: "Next" and "Clear".

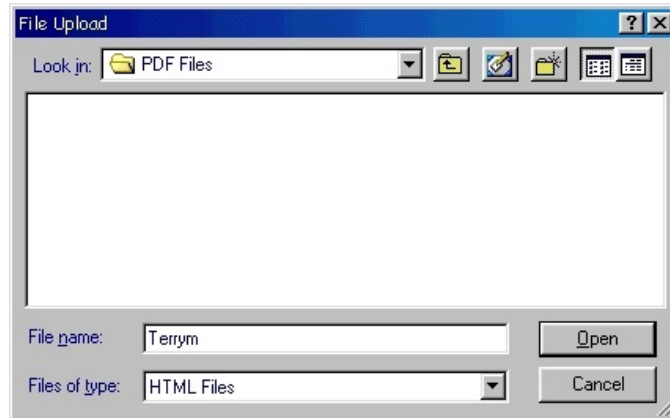
4. **Specify the PDF file name and location for the document to be filed**

ECF accepts the party or parties you selected and refreshes the screen to display a new Motions screen. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF. **The file MUST be in PDF; otherwise, ECF will not accept the document.** If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will appear.



The screenshot shows the ECF interface with the same blue header bar. The page title is "Motions" and the case name is "2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company". The main content area instructs the user: "Select the **pdf** document (for example: C:\199cv501-21.pdf).". Below this is a "Filename" label and a text input field. To the right of the input field is a "Browse..." button. Below the input field is the text "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Click on the **Browse...** button to navigate to the appropriate directory where you have saved your PDF document for e-filing.



NOTE: To verify that the document being filed is the correct document, after the file is selected, right click on the file name to open a quick menu and left click on open. The PDF document will open and can be viewed to verify that it is the correct document. **PDF documents should be carefully checked prior to e-filing to ensure that they are complete, legible, do not contain blank pages and do not contain confidential information or personal identifiers as outlined in the E-Government Privacy Act. See our website for the [Act](#).**

Once you have verified the document is correct, close your PDF reader program and click on the Open button in the File Upload screen. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen. If you fail to select a document to file with your pleading, ECF will display an error message. You cannot proceed without attaching a PDF document.

If there are no attachments to the motion, click on **Next** .

5. Adding Attachments to the Document Being Filed

If you have attachments to the motion, select the [Yes] button when asked “Attachments to Document:”. Click on the **Next** button. An additional screen is displayed which allows you to attach one or more documents. Exhibits must be e-filed as attachments to the pleading you are e-filing.

The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main content area has three steps:

- 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Below this is a **Filename** label and a text input field. A red circle highlights a **Browse...** button to the right of the input field.
- 2) At your option, select a document category, enter a description, and select a type.
Below this are two labels: **Category** and **Description**. The **Category** label is above a dropdown menu, and the **Description** label is above a text input field.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
Below this is a list box (empty in the screenshot) and two buttons: **Add to List** and **Remove from List**. At the bottom left is a **Next** button.


Click on **Browse...** to search for the document file name of the attachment by following the steps on the previous page.

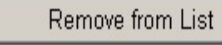
Under **Category** of Attachment click on the arrow and ECF opens a pulldown menu screen. Highlight the type of attachment from the displayed selection.

The screenshot shows the **Category** dropdown menu. The menu is open, displaying a list of categories: Appendix, Civil Cover Sheet, Errata, Exhibit, Supplement, and Text of Proposed Order. The **Appendix** category is highlighted.

Each attachment must be filed separately with a brief description. To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. Note: If you choose a category from the drop down list, DO NOT type category in the description box.

Click on **Add to List**.


If there are additional attachments, repeat this sequence for each attachment. Once all the correct attachments have been added, click on .

If the wrong attachment was added, highlight the item and click on the  button.


Note: For lengthy paper attachments, divide them into two or more smaller attachments, and file them electronically in order to comply with the 2 megabyte limit.

For exceptions to electronic filing, see [Administrative Policy IX](#).

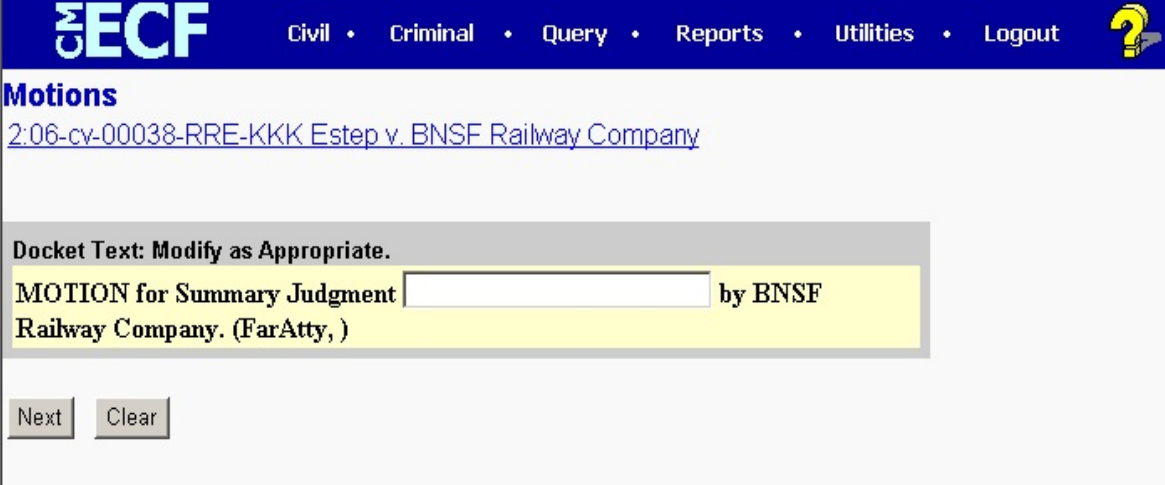
6. Linking Documents

If your document refers to an existing document in the case, click on the box to the left of **“Should the document you are filing link to another document in this case?”** If you prefer to narrow your search, complete the date filed or document number field. Click on . **Note:** This option does not appear for every event.



Scroll through the list of pre-existing documents and check the box of each that apply. After you have made your selection(s), click on .

7. Modify docket text



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company](#)

Docket Text: Modify as Appropriate.

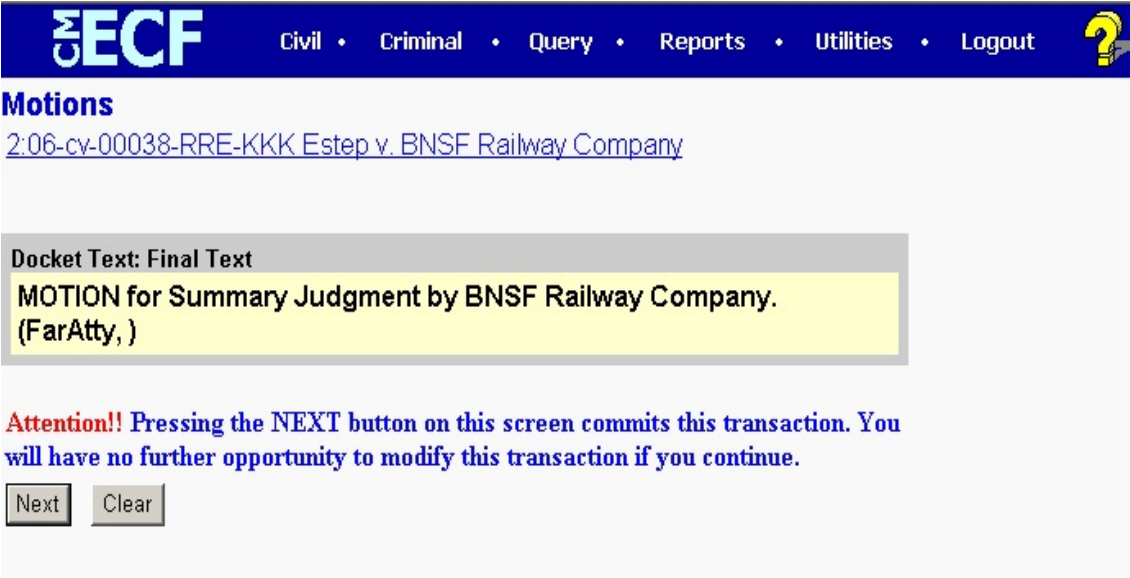
MOTION for Summary Judgment by BNSF
Railway Company. (FarAttY,)

Click on the white box (open text area) to the right of the description of the document you are filing and type in any additional description, if appropriate. Do not include abbreviations. Remember, the actual document will be readily available to users. Any additional text added by the filer will appear in italics. The name of the individual e-filing will appear in parenthesis.

Click on .

8. Submit the Pleading

A new window appears with the complete text for the document entry.




ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company](#)


Docket Text: Final Text

MOTION for Summary Judgment by BNSF Railway Company.
(FarAttY,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Review the docket text and correct any errors. If you need to modify the data on the previous screens, click on the  on the browser screen to find the screen you wish to alter.

To abort the entry, click on **Civil** located on the blue menu bar to restart.

If the entry is correct, click on . This will complete your docket entry.

9. Notice of Electronic Filing (NEF)

After final approval is given, the next screen displays confirmation that the system has received your electronic transmission.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the page title is "Motions" and the case name is "2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company". The court is identified as "U.S. District Court, District of North Dakota - LIVE". The main heading is "Notice of Electronic Filing". The text states: "The following transaction was received from FarAtty, entered on 5/24/2006 at 9:49 AM CDT and filed on 5/24/2006". The case details are: Case Name: Estep v. BNSF Railway Company, Case Number: 2:06-cv-38, Filer: BNSF Railway Company, and Document Number: 3. The docket text is "MOTION for Summary Judgment by BNSF Railway Company. (FarAtty,)". It then lists associated documents: "Document description: Main Document", "Original filename: n/a", and "Electronic document Stamp: [STAMP dcecfStamp_ID=1102363164 [Date=5/24/2006] [FileNumber=31857-0] [2270aac1e418544e2a565e620291a61be092867e8d10defca31f3fee53ffb7dd9e7c5786ed0e79f80c45b4c1953997d6b038a845d2b328c29c9d3b03ac97c03a]]". Finally, it provides contact information for electronic mailing (FarAtty leah_foster@nidd.uscourts.gov) and other delivery means (Nicholas B. Hall, HODNY CURRIE LAWYERS, 710 HILL AVE, PO BOX 610, GRAFTON, ND 58237).

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[2:06-cv-00038-RRE-KKK Estep v. BNSF Railway Company](#)

U.S. District Court
District of North Dakota - LIVE

Notice of Electronic Filing

The following transaction was received from FarAtty, entered on 5/24/2006 at 9:49 AM CDT and filed on 5/24/2006

Case Name: Estep v. BNSF Railway Company
Case Number: [2:06-cv-38](#)
Filer: BNSF Railway Company
Document Number: [3](#)

Docket Text:
MOTION for Summary Judgment by BNSF Railway Company. (FarAtty,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1102363164 [Date=5/24/2006] [FileNumber=31857-0]
[2270aac1e418544e2a565e620291a61be092867e8d10defca31f3fee53ffb7dd9e7c5
786ed0e79f80c45b4c1953997d6b038a845d2b328c29c9d3b03ac97c03a]]

2:06-cv-38 Notice will be electronically mailed to:

FarAtty leah_foster@nidd.uscourts.gov,

2:06-cv-38 Notice will be delivered by other means to:

Nicholas B. Hall
HODNY CURRIE LAWYERS
710 HILL AVE
PO BOX 610
GRAFTON, ND 58237

The NEF also displays the date and time your transaction was received by the Court and the number assigned to the document. For future reference, please note this number on the PDF document file. Scroll down to view the entire NEF.



To print the NEF, click on the browser Toolbar.

To save the NEF, click on **File** at the top of the browser screen, and select **Save As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

ECF will electronically transmit the **Notice of Electronic Filing** to the registered attorneys and parties to the case who have supplied their e-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading to attorneys and parties who are not set up for electronic notification.

Note: The Notice of Electronic Filing represents your confirmation the system has accepted your electronic transmission. The Court strongly urges you to copy it to a file on your computer's hard drive or print it, and retain a hard copy in your personal files.

E-Mail Notification When Documents are Filed

Attorneys associated with ECF cases will be automatically notified by e-mail and receive the Notice of Electronic Filing when a document is filed in those ECF cases, provided they are a registered ECF user.

After a pleading is electronically filed, the ECF system sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one free "peek" at the document by clicking on the associated hyperlinked document number which appears in the Notice of Electronic Filing. The free look only applies to documents accessed through the hyperlink on the Notice of Electronic Filing. The filer is permitted one free look at the document also. The free look expires after 15 days. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard drive or print for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of the filer to send hard copies of the pleading to attorneys and pro se parties who are not ECF registered users in this District.

Criminal Events Feature

Registered filers will use the Criminal events feature of ECF to electronically file with the Court a variety of pleadings and other documents for criminal cases.

NOTE: Motions and briefs should be filed as separate documents using separate docket entry events. A list of ECF criminal events is posted on our website.

Filing Documents for Criminal Cases

The following portion of this manual describes the basic steps that you need to follow in order to file a single motion with the Court. The process is consistent regardless of the event.

There are twelve basic steps involved in filing a criminal document:

1. Select the type of document to file (see [Events List](#));
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Verify that the case number and caption are correct;
5. Designate the party(ies) filing the document;
6. Select the appropriate motion you are filing;
7. Specify the PDF file name and location for the document to be filed;
8. Add attachments, if any, to the document being filed;
9. Linking documents, if appropriate;
10. Modify docket text as necessary;
11. Submit the pleading to ECF;
12. Receive the notification of electronic filing.

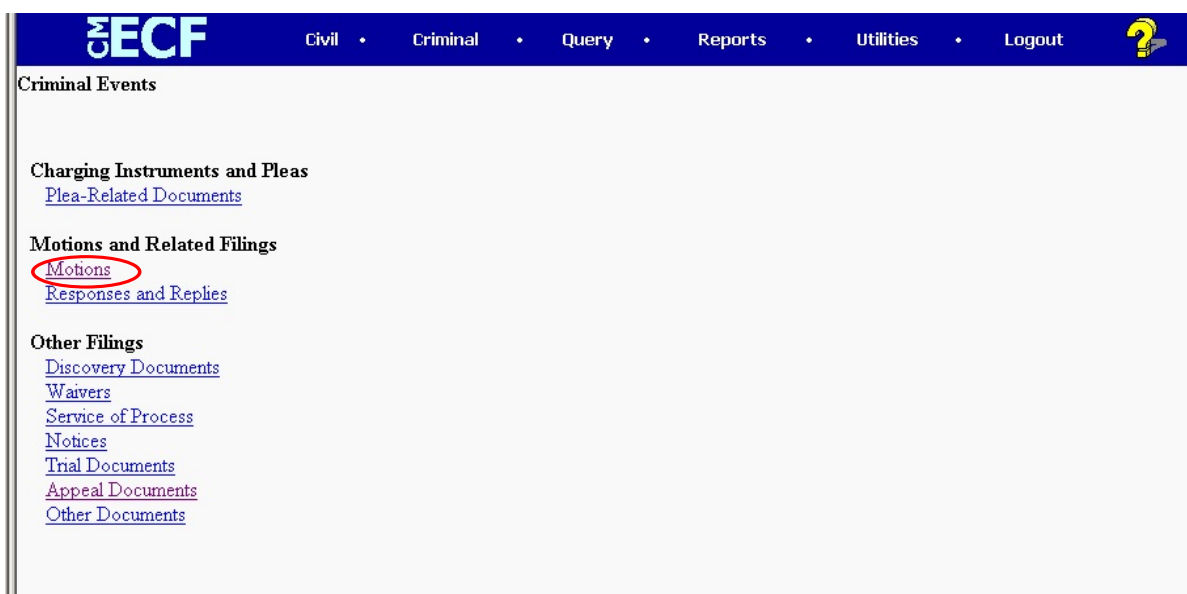
After successfully logging into ECF, follow these steps to file a pleading:

1. Select the type of document to file

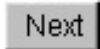


Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Events window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.



Click on **Motions**, Under **Motions and Related Filings**



2. **Enter the case number in which the document is to be filed**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on . If the number is entered incorrectly, click  to re-enter. If the computer prompts that you entered an invalid case number, click on the  to re-enter.



3. Designate the defendant that the filing relates to in a multiple defendant case

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for **All Defendants** and leave the other boxes unchecked. When finished selecting defendants, click on

Next.

If a single defendant case, go directly to step 4.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the page title is "Motions". The instruction "Make appropriate selections" is displayed. There are four checkboxes for individual defendants: "3:04-cr-00112-RRE-1 - Juan Angulo Guerrero", "3:04-cr-00112-RRE-2 - Anselmo Reyes", "3:04-cr-00112-RRE-3 - Abel Julian Reyes", and "3:04-cr-00112-RRE-4 - Brian Scott Pulling". Below these is a checkbox for "All defendants". At the bottom of the selection area are "Next" and "Clear" buttons.

4. Verify the case number and caption are correct

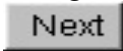
5. Designate the party(ies) filing the document

Highlight the name of the party or parties filing the motion.

Click on **Next**.

This screenshot shows the ECF interface at the "Motions" step. The case number "3:04-cr-00112-RRE" and the caption "USA v. Guerrero, et al" are displayed and highlighted. Below this, the instruction "Select the filer." is shown. A section titled "Select the Party:" contains a list box with the following options: "USA [Plaintiff]", "Guerrero, Juan Angulo (1) [Defendant]", "Reyes, Anselmo (2) [Defendant]", "Reyes, Abel Julian (3) [Defendant]", and "Pulling, Brian Scott (4) [Defendant]". A note below the list box states "(T) indicates a terminated party". "Next" and "Clear" buttons are at the bottom of the selection area.

6. Select the appropriate motion relief you are filing

The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion relief you wish to file. Click on  .



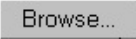
Note: The motion reliefs are in alphabetical order. By typing the first letter of the relief you are seeking, the system will advance you directly to the motion reliefs beginning with that letter.

Each motion must be filed separately. For example, a “motion to dismiss case, or in the alternative, to dismiss count 5,” must be filed as two *separate* motions.

7. Specify the PDF file name and location for the document to be filed


ECF accepts the party or parties you selected and refreshes the screen to display the new **Motions** screen. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF. **The file MUST be in PDF; otherwise, ECF will not accept the document.** If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will appear.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions". The main content area shows the case name "3:04-cr-00112-RRE USA v. Guerrero, et al" in a yellow box. Below this, it says "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" label followed by a text input field and a "Browse..." button. Below the input field, it says "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Click on  button to navigate to the appropriate directory where you have saved your PDF document for e-filing.

NOTE: To verify that the document being filed is the correct document, after the file is selected, right click on the file name to open a quick menu and left click on open. The PDF document will open and can be viewed to verify that it is the correct document. **PDF documents should be carefully checked prior to e-filing to ensure that they are complete, legible, do not contain blank pages and do not contain confidential information or personal identifiers as outlined in the E-Government Privacy Act. See our website for the [Act](#).**

Once you have verified that the document is correct, close your PDF reader program and click on the Open button in the File Upload screen. ECF closes the File Upload screen and inserts the PDF file name and location in the **Motions** screen. If you fail to select a PDF document to file with your pleading, ECF will display an error message. You cannot proceed without attaching a PDF document.

If there are no attachments to the motion, click on .

8. Add attachments to documents being filed

If you have attachments to the motion, you will select the [Yes] button when asked “Attachments to Document:”. Click on **Next** . An additional screen is displayed which allows you to attach one or more documents. Exhibits must be e-filed as attachments to the pleading you are e-filing.

The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main content area has three steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Below this is a text field labeled "Filename" and a "Browse..." button, which is circled in red.
- 2) At your option, select a document category, enter a description, and select a type.
Below this are two fields: "Category" (a dropdown menu) and "Description" (a text field).
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
Below this is a list box (empty in the screenshot) and two buttons: "Add to List" and "Remove from List". At the bottom left is a "Next" button.


Click on **Browse...** to search for the document file name of the attachment.

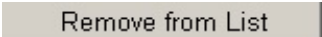
Under **Category** of attachment, click on the arrow and ECF opens a pull-down menu screen. Highlight the type of attachment from the displayed selection.

The screenshot shows the "Category" dropdown menu. The menu is open, displaying a list of categories: Appendix, Civil Cover Sheet, Errata, Exhibit, Supplement, and Text of Proposed Order. The "Appendix" option is highlighted with a blue background.

Each attachment must be filed separately with a brief description. To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. Note: If you choose a category from the drop down list, DO NOT type the category in the description box.

Click on **Add to List** .


If there are additional attachments, repeat this sequence for each attachment. Once all the correct attachments have been added, click on  .

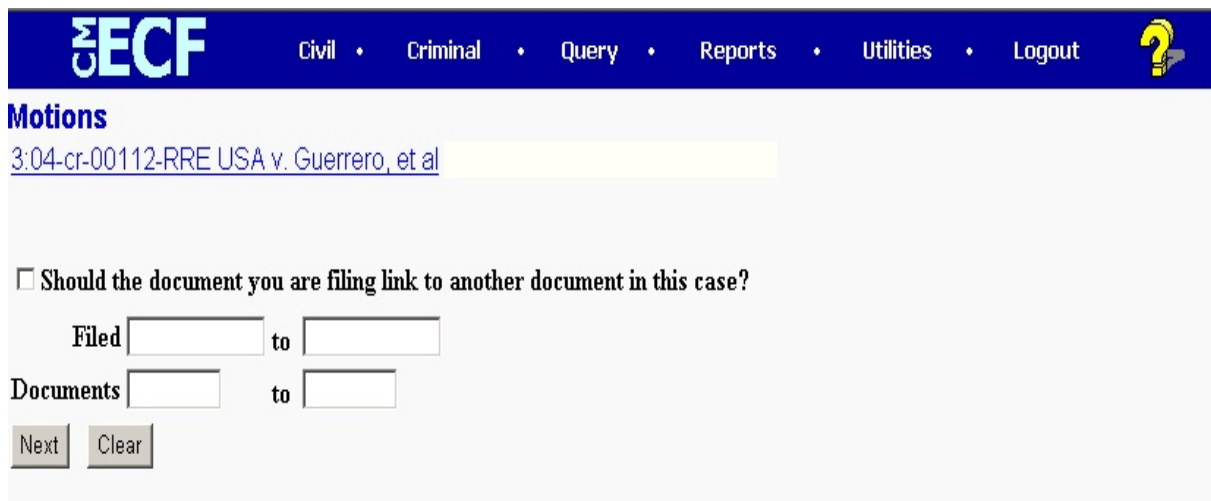
If the wrong attachment was added, simply highlight the attachment and click on  .

Note: For lengthy paper attachments, divide them into two or more smaller attachments and file them electronically in order to comply with the 2 megabyte limit.


For exceptions to electronic filing, see [Administrative Policy IX](#) .

9. Linking Documents

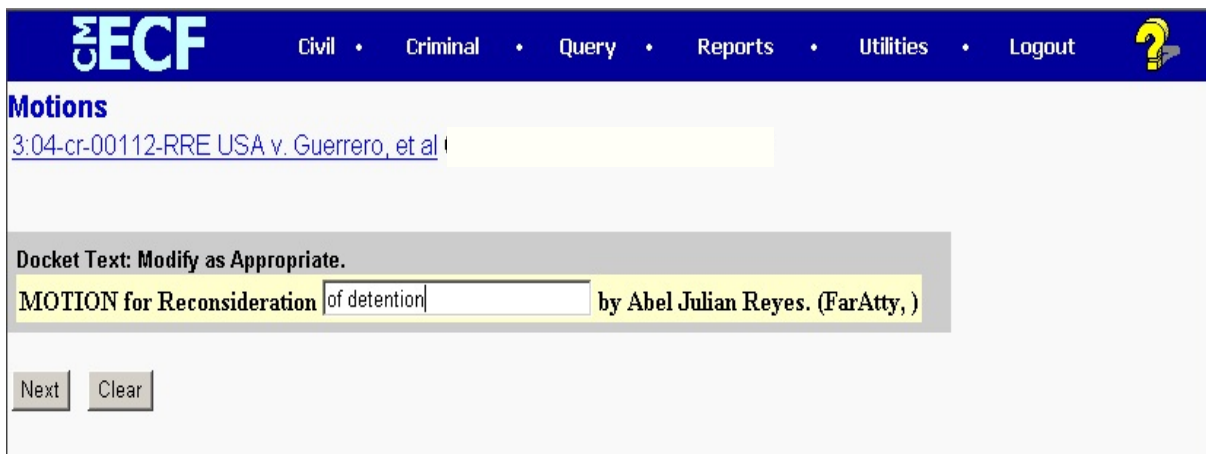
If your document refers to an existing document in the case, click on the box to the left of “**Should the document you are filing link to another document in this case?**”. If you prefer to narrow your search, complete the date filed or document number fields. Click on  . **Note:** This option does not appear for every event.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the bar, the page title is "Motions". The case name "3:04-cr-00112-RRE USA v. Guerrero, et al" is displayed in a yellow box. The main content area has a checkbox labeled "Should the document you are filing link to another document in this case?". Below this are two rows of input fields: "Filed" and "Documents", each followed by a text box and a "to" label and another text box. At the bottom of the form are "Next" and "Clear" buttons.

Scroll through the list of pre-existing documents, and click on each that apply. After you have made your selection(s), click on  .

10. Modify the docket text



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions

[3:04-cr-00112-RRE USA v. Guerrero, et al](#)

Docket Text: Modify as Appropriate.

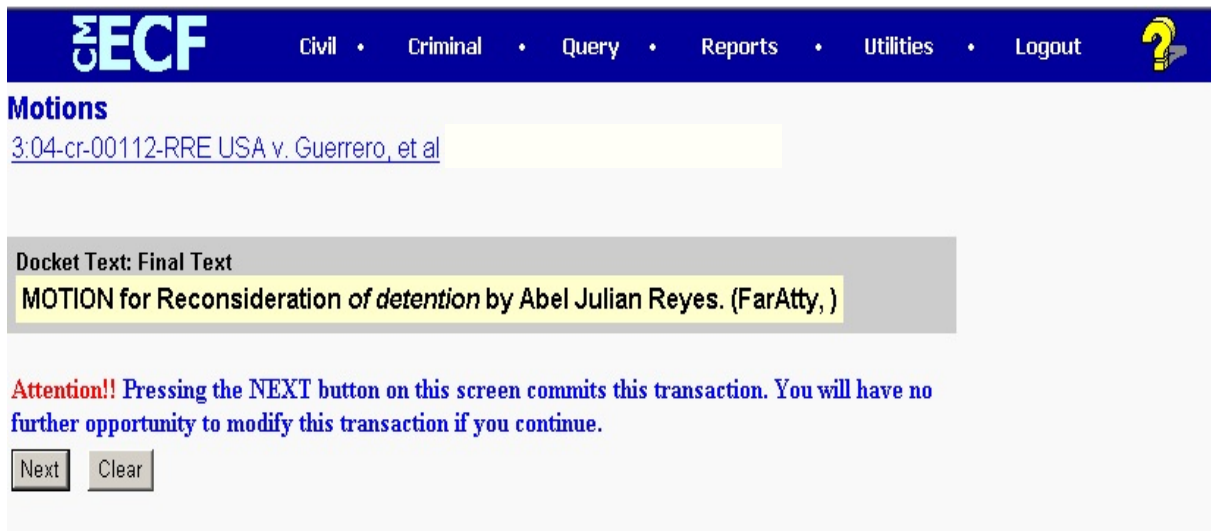
MOTION for Reconsideration of detention by Abel Julian Reyes. (FarAtty,)

Next Clear

Click in the white box (open text area) to the right of the description of the document you are filing and type in any additional description, if appropriate. Do not include abbreviations. Remember, the actual document will be readily available to users. Any additional text added by the filer will appear in italics. The name of the individual e-filing will appear in parenthesis.

Click on .

11. Submit the pleading



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions


[3:04-cr-00112-RRE USA v. Guerrero, et al](#)

Docket Text: Final Text

MOTION for Reconsideration of *detention* by Abel Julian Reyes. (FarAtty,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

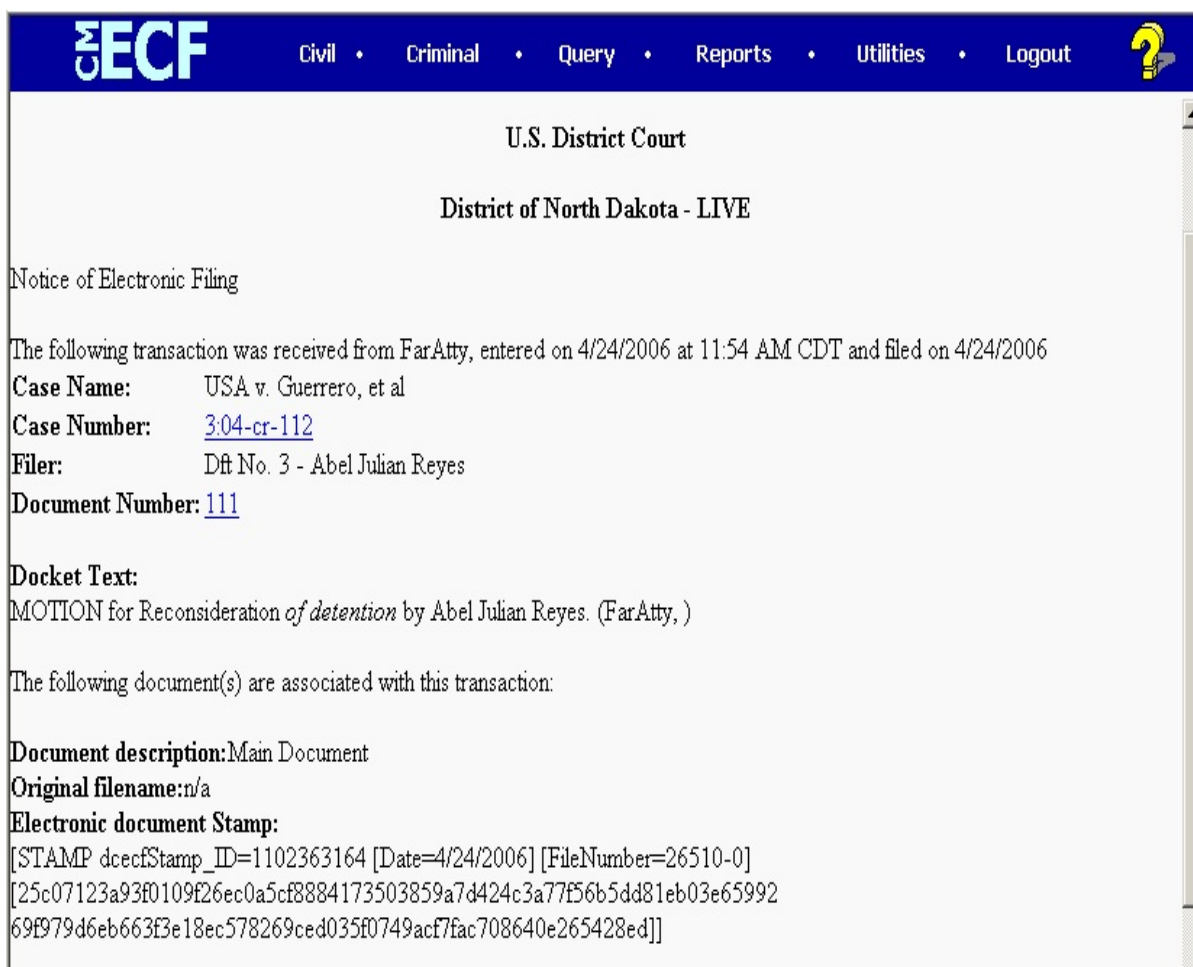
A new Motions window appears with the complete text for the document entry. Review the docket text. If you need to modify the data on the previous screens, click on the  to find the screen you wish to alter.

To abort the entry, click on **Criminal** located on the blue menu bar to restart.

If the entry is correct, click on . This will complete your docket entry.


12. Notice of Electronic Filing (NEF)

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The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the text "U.S. District Court" and "District of North Dakota - LIVE" is centered. The main content area is titled "Notice of Electronic Filing". It states: "The following transaction was received from FarAtty, entered on 4/24/2006 at 11:54 AM CDT and filed on 4/24/2006". It then lists case details: "Case Name: USA v. Guerrero, et al", "Case Number: [3:04-cr-112](#)", "Filer: Dft No. 3 - Abel Julian Reyes", and "Document Number: [111](#)". Below this is the "Docket Text:" section, which reads: "MOTION for Reconsideration of *detention* by Abel Julian Reyes. (FarAtty,)". The next section states: "The following document(s) are associated with this transaction:". This is followed by "Document description: Main Document", "Original filename: n/a", and "Electronic document Stamp:". The stamp text is: "[STAMP dcecfStamp_ID=1102363164 [Date=4/24/2006] [FileNumber=26510-0] [25c07123a93f0109f26ec0a5cf8884173503859a7d424c3a77f56b5dd81eb03e65992 69f979d6eb663f3e18ec578269ced035f0749acf7fac708640e265428ed]]".

The NEF also displays the date and time your transaction was received by the Court and the number assigned to the document. For future reference, please note this number on the PDF document file. Scroll down to view the entire NEF.

To print the NEF, click  on the browser Toolbar.

To save the NEF, click on **File** at the top of the browser screen, and select **Save As...** from the drop-down window to save the NEF to a file on the hard drive of your computer.

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E-Mail Notification of Documents That Were Filed

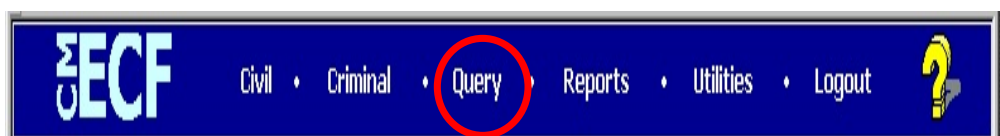
Attorneys associated with ECF cases will be automatically notified by e-mail and receive the Notice of Electronic Filing when a document is filed in those ECF cases, provided they are a registered ECF user.

After a pleading is electronically filed, the ECF system sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one free "peek" at the document by clicking on the associated hyperlinked document number which appears in the Notice of Electronic Filing. The free look only applies to documents accessed through the hyperlink on the Notice of Electronic Filing. The filer is permitted one free look at the document also. The free look expires after 15 days. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard drive or print for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of the filer to send hard copies of the pleading to attorneys and pro se parties who are not ECF registered users in this District.

Query Feature

Registered participants should use this feature to query the Electronic Case Filing system (ECF) for specific case information. To enter the Query mode, click on Query from the blue menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your PACER login and password before ECF will permit you to query the ECF database.

A screenshot of the PACER Login screen. At the top is a blue navigation bar with the 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout', separated by dots. A yellow question mark icon is on the right. Below the bar, the title 'PACER Login' is displayed in blue. A 'Notice' section follows, stating that the site is restricted for official court business. An 'Instructions' section provides details on how to log in, including a link to the PACER Service Center website and a phone number. A paragraph below explains the access fee. At the bottom, an 'Authentication' box contains three input fields: 'Login:', 'Password:', and 'Client code:'.

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. At that time all inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

NOTE: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee by PACER to access documents, docket sheets, query information, etc., from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Query

Search Clues

Case Number (Examples: 99-500, 1:99cv500)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

If you know the number that the Court has assigned to the case, enter it in the Case Number field, and click on the **[Run Query]** button.

You may also query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name exists in the database, ECF returns a screen from which you may select the correct name.

[Civil](#) •
 [Criminal](#) •
 [Query](#) •
 [Reports](#) •
 [Utilities](#) •
 [Logout](#)

Select A Person

There were 12 matching persons.

Dunn, Alberta Ann	(pty)
Dunn, Alfreida Ann	(pty)
Dunn, Craig W	(pty)
Dunn, Daniel J.	(aty)
Dunn, James F.	(aty)
Dunn, James Richard	(pty)
Dunn, Joe	(pty)
Dunn, Luella	(pty)
Dunn, Michael	(pty)
Dunnigan, Robert	(pty)
Dunnigan, Virginia	(pty)
Dunnigan Farming Company	(pty)

If you click on the name of the party you want, ECF will open the query screen depicted below.

[Civil](#) •
 [Criminal](#) •
 [Query](#) •
 [Reports](#) •
 [Utilities](#) •
 [Logout](#)

4:02-cv-00009-DLH-KKK Mehl, et al v. Canadian Pacific RR, et al

Daniel L. Hovland, presiding
 Karen K. Klein, referral
Date filed: 01/25/2002
Date terminated: 03/06/2006 **Date of last filing:** 04/24/2006

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

If the individual is a party to more than one case, ECF will open a screen listing all of that party's cases.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is also present. Below the navigation bar is the title 'Select A Case'. The main content area states 'This person is a party in 13 cases.' and lists the following cases:

Case Number	Case Name	Filed Date	Closed Date
3:01-cv-00036-PAC-KKK	Hamilton v. Wold Johnson	filed 02/16/01	closed 11/29/01
3:01-cv-00069-RSW-KKK	Hamilton, et al v. NAACP	filed 05/03/01	closed 10/15/01
3:01-cv-00095-PAC-KKK	Hamilton v. North Dakota, State, et al	filed 07/24/01	closed 01/31/02
3:01-cv-00100-KKK-KKK	Hamilton v. Forum Newspaper, The	filed 08/06/01	closed 04/24/02
3:02-cv-00034-RSW-KKK	Hamilton v. Electrolux Corp	filed 03/11/02	closed 09/23/02
3:98-cv-00110-RSW-KKK	Hamilton v. Cass County	filed 10/05/98	closed 03/16/99
3:99-cv-00011-RSW-KKK	Hamilton, et al v. Mostad, et al	filed 01/29/99	closed 08/20/01
3:99-cv-00038-RSW-KKK	Hamilton v. Johnson	filed 12/15/98	closed 03/16/99
3:99-cv-00071-RSW-KKK	Hamilton v. North Dakota, et al	filed 05/07/99	closed 05/26/99

Click on the appropriate case number hyperlink, and ECF opens the query screen.

You may also query a case by Nature of Suit (in civil cases only). You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the “beginning of time” in the ECF system. When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one above.

After querying the database by case number, name or nature of suit, ECF opens the Query window for the specific case you selected.

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of the last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen.

The query screen offers many options to search for information within a particular case. We will not discuss every option in this manual. The following paragraphs describe several of the available case-specific query options. PACER fees may apply.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as follows.

The screenshot shows the ECF Case Summary page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. The case title is "2:06-cv-00010-RSW-KKK Dutil v. Marvin Lumber and Cedar Co." followed by the judge "Rodney S. Webb, presiding" and the referral "Karen K. Klein, referral". The filing date is "01/17/2006" and the last filing date is "04/25/2006". The section is titled "Case Summary". It contains two columns of case details: Office (Northeastern), Jury Demand (Plaintiff), Nature of Suit (442), Jurisdiction (Federal Question), County (Walsh), Origin (1), Lead Case, Related Case, and Def Custody Status on the left; and Filed (01/17/2006), Demand, Cause (42:2000 Job Discrimination (Employment)), Disposition, Terminated, Reopened, and Other Court Case (None) on the right. Below this, it lists the Plaintiff "Angela Dutil" represented by "Susan L. Ellison" with phone "701-282-3249", and the Defendant "Marvin Lumber and Cedar Co." represented by "Thomas J. Conley" with phone "612-335-1500".

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

2:06-cv-00010-RSW-KKK Dutil v. Marvin Lumber and Cedar Co.
Rodney S. Webb, presiding
Karen K. Klein, referral
Date filed: 01/17/2006 Date of last filing: 04/25/2006

Case Summary

Office: Northeastern	Filed: 01/17/2006
Jury Demand: Plaintiff	Demand:
Nature of Suit: 442	Cause: 42:2000 Job Discrimination (Employment)
Jurisdiction: Federal Question	Disposition:
County: Walsh	Terminated:
Origin: 1	Reopened:
Lead Case:	None
Related Case:	None
Def Custody Status:	Other Court Case: None

Plaintiff **Angela Dutil** represented by **Susan L. Ellison** Phone: 701-282-3249

Defendant **Marvin Lumber and Cedar Co.** represented by **Thomas J. Conley** Phone: 612-335-1500

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query to view deadlines due/set in a particular case, the following screens will appear.

The screenshot shows the ECF Deadlines/Hearings query screen. It has a blue header with the ECF logo and navigation links. The title "Deadlines/Hearings" is in red. On the left, there is a "Sort by" dropdown menu set to "Due/Set", with two empty input fields below it. Below these are "Run Query" and "Clear" buttons. On the right, a list of query options is shown: "Due/Set", "Document Number", "Deadline/Hearing", "Filed", "Satisfied", "Terminated", and "Party".

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?















Deadlines/Hearings

Sort by: Due/Set

Run Query Clear

- Due/Set
- Document Number
- Deadline/Hearing
- Filed
- Satisfied
- Terminated
- Party



At the Deadlines/Hearings screen, you can click on a document number to display the actual document that created the deadline.

<div>  <div> Civil • Criminal • Query • Reports • Utilities • Logout  </div> </div>					
Date filed: 06/16/2005 Date of last filing: 05/10/2006					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
14	 Jury Trial	01/18/2006	12/11/2006 at 10:00 AM		
12	 Final Pretrial Conference	01/18/2006	11/29/2006 at 10:00 AM		
13	 Settlement Conference 2	01/18/2006	11/29/2006 at 10:00 AM		
11	 Dispositive Motions Deadline	01/12/2006	09/15/2006		
11	 Discovery Deadline	01/12/2006	08/04/2006		
	 Expert Witness List Deadline	01/25/2006	08/01/2006		
	 Settlement Conference	01/24/2006	06/07/2006 at 10:00 AM		
11	 Expert Witness List Deadline	01/12/2006	06/01/2006		01/25/2006
17	 Motion Hearing	02/15/2006	05/10/2006 at 02:00 PM		
	 Motion Hearing	02/15/2006	05/10/2006 at 02:00 PM		
11	 Amended Pleadings Deadline	01/12/2006	02/15/2006		
11	 Joinder of Parties Deadline	01/12/2006	02/15/2006		
9	 Scheduling Conference	11/15/2005	01/03/2006 at 09:00 AM		01/03/2006

If you click on the “silver ball” to the left of the Deadline/Hearing title, ECF will display the docket information and related docket entries for the deadline you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

<div>  <div> Civil • Criminal • Query • Reports • Utilities • Logout  </div> </div>					
Docket Sheet					
Case Number					
4:06-cv-00008-DLH-KKK Stroklund et al v. Thompson/Center Arms Company, Inc. et al					
<input checked="" type="radio"/> Filed <input type="text"/> to <input type="text"/> <input type="radio"/> Entered <input type="text"/> to <input type="text"/>					
Documents <input type="text"/> to <input type="text"/>					
<input checked="" type="checkbox"/> Include terminated parties <input checked="" type="checkbox"/> Include links to notices of electronic filing <input checked="" type="checkbox"/> Include list of parties and counsel <input type="checkbox"/> Include list of member cases					
Sort by <input type="text" value="Oldest date first"/>					
<input type="button" value="Run Report"/> <input type="button" value="Clear"/>					

You may select a filed or entered range for your docket report as well as a range of document numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docket report and display it in a window as depicted below.

<div>  <div> Civil • Criminal • Query • Reports • Utilities • Logout </div>  </div>			
Date Filed	#	Docket Text	
02/15/2006	1	COMPLAINT against all defendants (Filing fee \$250 receipt number 71833), filed by Clinton and Rebecca Strokund. (Attachments: # 1 Civil Cover Sheet JS44)(lcar,) (Entered: 02/15/2006)	
02/15/2006	2	Summons Issued as to Thompson/Center Arms Company, Inc., PowerBelt Bullet Co., Clean Shot Technologies, Inc.. (lcar,) (Entered: 02/15/2006)	
03/08/2006	3	ANSWER to Complaint by Clean Shot Technologies, Inc..(td,) (Entered: 03/09/2006)	
03/14/2006	4	ANSWER to Complaint with Jury Demand by PowerBelt Bullet Co.(lcar,) (Entered: 03/14/2006)	
03/21/2006	5	ORDER (TEXT ONLY) REASSIGNING CASE. Case reassigned to Judge Karen K. Klein for all further proceedings. Judge Charles S. Miller, Jr no longer assigned to case by Judge Daniel L. Hovland (LR) Distributed on 3/22/2006 (ra). (Entered: 03/21/2006)	
04/03/2006	6	MOTION for Leave to Appear Pro Hac Vice by Jeffrey M. Malsch on behalf of Thompson/Center Arms Company, Inc. (Fees paid). (lcar,) (Entered: 04/03/2006)	
04/03/2006	7	MOTION for Leave to Appear Pro Hac Vice by Anthony M. Piscioti on behalf of Thompson/Center Arms Company, Inc. (Fees paid). (lcar,) (Entered: 04/03/2006)	
04/04/2006	8	ORDER (TEXT ONLY) by Judge Karen K. Klein granting 6 Motion for Leave to Appear pro hac vice by attorney Jeffrey Malsch and granting 7 Motion for Leave to Appear pro hac vice by attorney Anthony Piscioti. (njm) (Entered: 04/04/2006)	
04/04/2006	9	NOTICE of Appearance by Michael T. Andrews on behalf of Thompson/Center Arms Company, Inc. (rm) (Entered: 04/04/2006)	
04/10/2006	10	WAIVER OF SERVICE Returned Executed by Thompson/Center Arms Company, Inc. Thompson/Center Arms Company, Inc. waiver signed on 3/10/2006, answer due 5/9/2006. (rm) (Entered: 04/10/2006)	

The document numbers listed on the screen are hyperlinks to PDF files of the actual documents. Place the pointer of your mouse on the button next to the document number and click to display the Electronic Notification Report for that particular document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the History/Documents hyperlink, ECF opens the screen depicted below.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the page title is "History/Documents". There are three radio buttons: "All events (history)" (selected), "Only events with documents", and "Display docket text" (checked). Below these is a "Sort by" dropdown menu set to "Oldest date first". At the bottom are two buttons: "Run Query" and "Clear".

You may select the sort order for the query report and choose to display all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The below print screen is a portion of a History/Documents report.

The screenshot shows the ECF web interface with the "History" report displayed. The table has three columns: "Doc. No.", "Dates", and "Description". The report lists events in reverse chronological order. Each event entry includes a document number, a date, and a description of the event. Some entries also include docket text.

Doc. No.	Dates	Description
1	Filed & Entered: 02/15/2006	Complaint
	Docket Text: COMPLAINT against all defendants (Filing fee \$250 receipt number 71833), filed by Clinton and Rebecca Strokund. (Attachments: # (1) Civil Cover Sheet JS44)(lcar,)	
2	Filed & Entered: 02/15/2006	Summons Issued
	Docket Text: Summons Issued as to Thompson/Center Arms Company, Inc., PowerBelt Bullet Co., Clean Shot Technologies, Inc.. (lcar,)	
3	Filed: 03/08/2006	Answer to Complaint
	Entered: 03/09/2006	
	Docket Text: ANSWER to Complaint by Clean Shot Technologies, Inc..(td,)	
4	Filed & Entered: 03/14/2006	Answer to Complaint
	Docket Text: ANSWER to Complaint with Jury Demand by PowerBelt Bullet Co.(lcar,)	
5	Filed & Entered: 03/21/2006	Order Reassigning Case
	Docket Text: ORDER (TEXT ONLY) REASSIGNING CASE. Case reassigned to Judge Karen K. Klein for all further proceedings. Judge Charles S. Miller, Jr no longer assigned to case by Judge Daniel L. Hovland (LR) Distributed on 3/22/2006 (ra).	
6	Filed & Entered: 04/03/2006	Motion for Leave to Appear
	Terminated: 04/04/2006	
	Docket Text: MOTION for Leave to Appear Pro Hac Vice by Jeffrey M. Malsch on behalf of Thompson/Center Arms Company, Inc. (Fees paid). (lcar,)	

This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

You may view a PDF file of the actual documents by clicking on the document number in the far-left column of the onscreen report.

Reports Feature

The **Reports** feature of ECF provides the user with several report options.



If you select **Docket Sheet**, **Civil/Criminal Cases** reports, **Judgement Index**, or **Docket Activity** from the reports screen, ECF will prompt you to login to PACER (regular fees apply). You may view Court **Calendar Events** and **Written Opinions** for a case without logging into PACER.



Docket Sheet

Click on the Docket Sheet hyperlink and ECF will open to a **PACER** login screen. Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

A screenshot of the ECF Docket Sheet query window. The navigation bar at the top is the same as the previous images, with 'Reports' as the active link. Below the navigation bar, the heading 'Docket Sheet' is displayed. The main content area contains a form for querying docket sheets. It includes a 'Case number' field with the value '4-06-cv-8'. Below this are two radio buttons: 'Filed' (selected) and 'Entered'. To the right of these are two empty text boxes separated by the word 'to'. Below these are two more empty text boxes separated by the word 'to', with the label 'Documents' to the left. There are four checkboxes: 'Include terminated parties' (checked), 'Include links to notices of electronic filing' (unchecked), 'Include list of parties and counsel' (checked), and 'Include list of member cases' (unchecked). Below the checkboxes is a 'Sort by' dropdown menu with 'Oldest date first' selected. At the bottom are two buttons: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature earlier in this manual. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields. Place a checkmark in the box to **Include links to notices of electronic filing** if you wish to view the NEFs from the docket sheet. Click on the **[Run Report]** button.

ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Place a checkmark in the box next to “**Include links to notice of electronic filing**” if you wish to view the Notice of Electronic Filing from the docket sheet.

Civil/Criminal Cases Report

The **Cases Filed** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by Nature of Suit, or Cause code. When you click on the **Civil/Criminal Cases** filed hyperlink, ECF displays the query screens below.

Civil Cases

The screenshot shows the 'Civil Cases Report' query interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main title is 'Civil Cases Report'. The form includes several dropdown menus: 'Office' (Southwestern, Northeastern), 'Case type' (Civil, Miscellaneous), and 'Nature of suit' (0 (zero), 110 (Insurance)). There are also dropdowns for 'Case flags' (APPEAL, CASEMGMT) and 'Cause' (0 (No cause code entered), 00:0000 (00:0000 Cause Code U...)). Date fields for 'Filed' are set from 4/18/2006 to 4/25/2006. A 'Terminal digit(s)' field contains '2, 4, 7'. Checkboxes for 'Open cases' (checked) and 'Closed cases' (unchecked) are present. A 'Sort by' section has three dropdowns, with the first set to 'Case Number'. The 'Output Format' section has radio buttons for 'Formatted Display' (selected) and 'Data Only'. At the bottom are 'Run Report' and 'Clear' buttons.

Criminal Cases

The screenshot shows the 'Criminal Cases Report' query interface. The navigation bar is identical to the Civil Cases screen. The main title is 'Criminal Cases Report'. The form includes dropdown menus for 'Office' (Southwestern, Northeastern) and 'Case types' (Criminal, Magistrate Judge). Date fields for 'Filed' are set from 4/18/2006 to 4/25/2006. A 'Case flags' dropdown is set to 'APPEAL' and 'ARBITRATION'. Checkboxes for 'Pending defendants' (checked), 'Terminated defendants' (unchecked), 'Fugitive defendants' (unchecked), and 'Non-Fugitive defendants' (checked) are present. A 'Terminal digit(s)' field contains '2, 4, 7'. A 'Sort by' section has three dropdowns, with the first set to 'Case number'. The 'Output Format' section has radio buttons for 'Formatted Display' (selected) and 'Data Only'. At the bottom are 'Run Report' and 'Clear' buttons.

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Cases Filed Report** screen.

Enter the range of case filing dates for your report. The reports menu offers various selection criteria to allow you to narrow your search results. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Utilities Feature

The **Utilities** feature provides the capability to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF.



Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

A screenshot of the 'Maintain User Account' form. The form is titled 'Maintain User Account' and is located below the ECF navigation bar. It contains various input fields for user information, including: Last name, First name, Middle name, Generation, Gender (dropdown), ATY Type (dropdown), Title, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, County (dropdown), Phone, Fax, Initials, DOB, AO code, End date, Civil ref style (dropdown), Criminal ref style (dropdown), Date sworn, and Status (dropdown). There is a checkbox labeled 'Add Headers to PDF Documents' which is checked. At the bottom, there are two buttons: 'Email information...' and 'More user information...'. At the very bottom, there are two buttons: 'Submit' and 'Clear'.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. Your information is not available to other users.

Clicking on the **[E-Mail information]** button opens the following window:

The screenshot shows a web form titled "E-mail information for FarAtty" with a blue header bar containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The form contains the following fields and options:

- Primary e-mail address:** A text input field.
- Send the notices specified below:**
 - ☒ **to my primary e-mail address**
 - ☐ **to these additional addresses:** A text input field.
- ☒ **Send notices in cases in which I am involved**
- ☐ **Send notices in these additional cases:** A list box.
- ☒ **Send a notice for each filing**
- ☐ **Send a Daily Summary Report**
- Format notices:**
 - ☒ **html format for Netscape or ISP e-mail service**
 - ☐ **text format for cc:Mail, GroupWise, other e-mail service**
- Buttons:** "Return to Account screen" and "Clear".

ECF will e-mail to the parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads **“to these additional addresses”**; the primary e-mail address field will already be filled in with your e-mail address. Do not de-select **“to my primary e-mail address”**.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. When adding additional e-mail addresses, the addresses must be separated only by a comma. You cannot use spaces or hard returns. You may enter up to five additional e-mail addresses. Each additional e-mail address will receive a free look at the NEF.

If you want to receive Notices of Electronic Filing in additional cases you are *not* involved with, check the box **“Send notices in these additional cases.”** Add the case number of the additional cases you would like to add. Note: You will NOT receive a free look. This option simply allows you to be notified when a pleading has been filed. You may access the pleading, but PACER fees will apply.

The format notices section allows you the option of choosing to receive a notice for each filing as it occurs in the cases you are involved in; or, you may choose to receive a daily summary report. The option you select will apply to all e-mail addresses listed.

The HTML format is automatically selected in the “**Format notices**” section. We suggest you leave this option as the default. This format seems to be the most compatible.

If you wish to enter completely new account information, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account Screen]** button to return to your Maintain User Account screen. ECF returns to the Maintain User Account screen.

To edit or view login information about your account, select the button labeled **[More User Information]** from the Maintain User Account screen.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "More User Information for atty1". The main content area displays user information in two columns. The left column contains: "Login" with a text box containing "atty1", "Password" with a text box containing "*****", "Prid" with the value "534", "Registered" with the value "Y", and "Groups" with the value "Attorney". The right column contains: "Last login" with the value "07-30-2002 12:54", "Current login" with the value "07-30-2002 12:54", "Create date" with the value "07/16/2002", and "Update date" with the value "07/16/2002". At the bottom of the form are two buttons: "Return to Account screen" and "Clear".

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. Passwords are case sensitive. ECF displays the actual characters of your new password as you type. Click on the **[Return to Account Screen]** button. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. Click the **[Submit]** button a second time to submit. ECF will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password the next time you log into ECF.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.



Enter the date range for your report and click on the **[Submit]** button.

ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

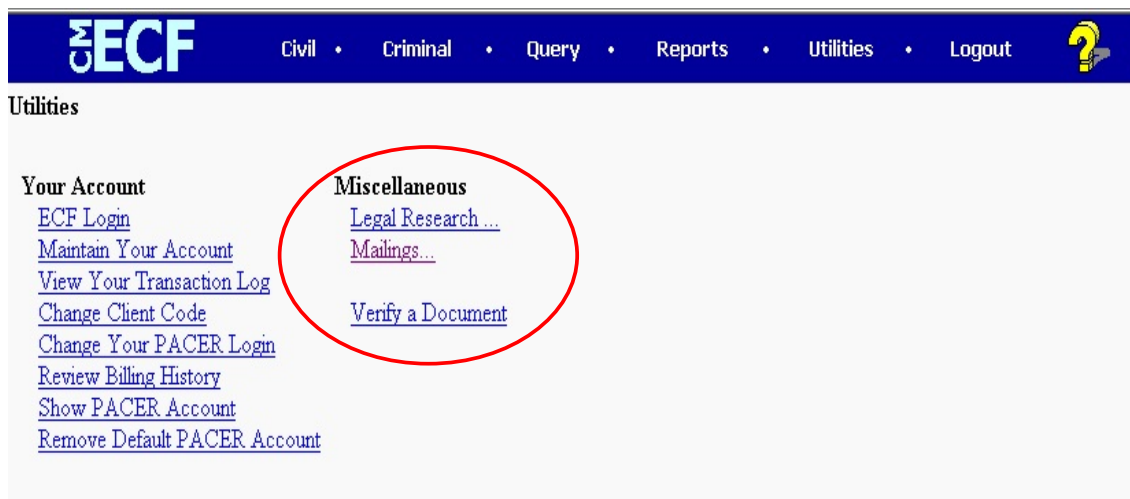
Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log; and
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research (Westlaw, LexisNexis, Medical Dictionary, Law Dictionary)
- Mailings
- Verify a Document



When you click on the **Legal Research** hyperlink under the **Miscellaneous** section, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw, and LexisNexis via the Internet.

The **Mailings** hyperlink opens a new screen for mailing labels from ECF. You may also use this option to verify which attorneys are ECF registered and which attorneys you will need to serve in the traditional manner.



To verify which attorneys are ECF registered, click on the **Mailing Info for a Case** hyperlink.

Enter the correct case number.

The system will display a screen listing which attorneys will receive electronic notice and which attorneys require a manual notice.



To access mailing labels in ECF, click on the **Mailing Labels by Case** hyperlink.



Enter the correct case number. After you have made the appropriate selections, click on the **Next** button.

A screenshot of the 'Mailing Labels by Case' form in the ECF system. The form has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. Below the header, the title 'Mailing Labels by Case' is displayed. The form contains the following fields and options: 'Case number' with a text box containing '2:05-cv-65'; a checkbox labeled 'All' with the text 'Select ALL participants for case'; the word 'OR'; the text 'Select any combination of the following'; a 'Participants' section with a dropdown menu showing 'Amicus' and 'Appellant'; checkboxes for 'Judges' and 'Attorneys'; a 'Print format' section with a dropdown menu showing '1 column', '2 columns', and '3 columns'; and 'Next' and 'Clear' buttons at the bottom.

You must copy the addresses to an envelope or label.

When you click on the **Verify a Document** hyperlink from the **Miscellaneous** section, ECF opens a query screen allowing you to enter data in the specific fields to locate a particular document attached to a specific case number.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click on the **Logout** hyperlink from the ECF blue menu bar. ECF will log you out of the system and return you to the ECF login screen.



Note: As a security feature, if there has been no activity in ECF for 30 minutes, the system will automatically log you out.

Only one ECF login may access the system at one time. If another person tries to enter the system with the same ECF login, the first person in the system will be “kicked out.”

Additional Information

PORTABLE DOCUMENT FORMAT (PDF):

CM/ECF will only accept PDF documents. If you try to attach a document that is not in PDF, you will get an error message stating that the document is not in the proper format.

Please refer to your individual PDF software for instructions on how to convert your word processing documents to PDF.

SCANNING TIPS:

Use 200dpi (dots per inch) for scanning documents.

Set image type to black and white bitmap, text (image only), or line art.

Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it and darken with the copy machine settings.

Check the size of a scanned document *before* uploading it to CM/ECF. The **size limit is 2MB** per document. To check the file size, right click on the file name and select the file properties option. 2,000 kilobytes = 2 megabyte.

Estimated number of pages in a 2MB scanned document:

Plain text, correspondence, pleadings, etc.	40-50 pages
Tables, charts, extensive graphics	15-20 pages
Condensed transcripts	10-15 pages

If a scanned document is larger than 2MB, there are several ways to split or separate the document. Please check with your software vendor for the options available to you.

SEALED INFORMATION:

All criminal cases will be originally filed as sealed cases; this includes magistrate judge cases.

Original (unredacted) indictments will always remain sealed pursuant to the E-Government Act to maintain the privacy of grand jury foreperson's signature.

Upon the filing of an indictment, information or complaint, the United States attorney assigned to the case will be given:

- a) Access to view sealed data
- b) Permission to file under seal

Upon filing of either:

- a) Order appointing the Public Defender
- b) CJA 20 Order Appointing Counsel
- c) Notice of Appearance

defense counsel will be given:

- a) Access to view sealed data
- b) Permission to file under seal

Counsel of record in criminal cases will always be given permission to file under seal so they may file sealed motions and sealed documents.

Counsel of record in civil cases must request permission to access sealed data and to file under seal. Contact the Clerk's Office to request sealed permissions.

SEALED CASES:

All documents and all docket entries are sealed from the public.

Court users will be able to view all documents and docket entries.

NEFs will not issue in any Sealed Case. You **MUST** serve opposing counsel in the traditional manner *even if* they are an ECF registered user.

Participants with permission to access sealed data will be able to view the documents and docket entries in PACER through the ECF Query functions.

Multiple Defendant Cases

U.S. Attorney will be able to view all documents (except ex parte motions) as to all defendants. CM/ECF treats each defendant as an individual case. Defense counsel will be able to view only those documents pertaining to the defendant they represent (except ex parte motions which can only be viewed by court users).

SEALED DOCUMENTS:

Pursuant to the CM/ECF Administrative Policy, leave of court is not required to file sealed documents. All attorneys who request permission from the Clerk's Office to file under seal will be given permission without court order.

Previously filed documents can only be sealed by the clerk's office.

Previously filed documents that are later sealed can only be viewed by court users and counsel of record who have been given permission to access sealed data. They cannot be viewed by the public.

NEFs will issue when sealed documents and/or sealed motions are filed; however, attorneys will not be able to access the document through the NEF (which means they do not receive the free look). Service must be accomplished in the traditional manner. To view the sealed document on ECF, attorneys must log in to PACER and there will be a charge for viewing the document. Only court users and users with permission to view sealed data will be able to access sealed documents. In PACER, attorneys with permission to access sealed data will receive the warning:

“Warning!!! The document you are about to view is SEALED. Do not allow it to be seen by unauthorized persons”.

If attorneys select the event SEALED DOCUMENT and/or SEALED MOTION before they have been given permission to file under seal, they will receive the following message: ***WARNING: you are not authorized to seal an entry/document for any of the defendants you selected. If you continue with this filing, it will not be sealed. Contact the court regarding permission to seal submissions.***

The system *will* allow attorneys to file the document, but the document will **NOT** be sealed.

Briefs and affidavits in support of sealed motions should be filed as attachments to the motion. Responses to sealed motions and/or sealed documents must be filed using the event SEALED DOCUMENT.

<p>Note: To view sealed documents in cases in which you are counsel of record, you must first log in to ECF, and then Query PACER (using your PACER login and password) from the ECF Main Menu Bar. You will not be able to view sealed documents from the national PACER website.</p>

E-FILING PROCEDURES:

Consent to disposition by a Magistrate Judge:

Counsel may consent to disposition of their civil case by a Magistrate Judge by completing the AO form “Notice of Availability of U.S. Magistrate Judge for Final Disposition,” and then e-mailing the signed form to the judge assigned to the case. Counsel for one of the parties on behalf of all counsel may execute the form with the “/s/” signature, pursuant to [Administrative Policy VIII \(B\)](#). Counsel may also agree to disposition by Magistrate Judge in their Scheduling Plan which is e-mailed to the assigned Magistrate Judge.

Filings requiring leave of court:

If filing a document requires leave of the court (e.g., an amended complaint, a brief that exceeds the page limit, etc.), the attorney shall file the proposed document as an additional attachment to the motion. If the court grants the motion, the attorney shall e-file the amended document in ECF. [Administrative Policy XVII \(A\)](#)

Pro Hac Vice (PHV) Motions: *(filed in civil or criminal cases)*

As with new civil cases, PHV Motions will be processed by the Clerk’s Office because the admission fee must be paid at the time of filing. You may either mail the original PHV motion to the Clerk’s Office or you may submit a CD or disk with the motion in PDF format. The filing fee must accompany the motion. The PHV attorney should also submit a completed ECF registration form with their motion. Once the attorney has been granted PHV admission, they will be assigned an ECF login and password.

Social Security cases:

Absent a showing of good cause, all documents, notices, and orders in Social Security cases will be filed and noticed electronically, except as noted below:

- 1) The complaint and other documents typically submitted at the time a Social Security case is filed will be filed and served using traditional methods.
- 2) The administrative record will be filed and served in the traditional manner. The administrative record will not be scanned or otherwise entered into the ECF system. The Clerk’s Office will e-file a “Description of Document Filed Conventionally” form indicating the administrative record has been filed and is available only in paper format.
- 3) All other documents in the case, including briefs, will be filed and served electronically.
- 4) To address the privacy issues inherent in a Social Security review, access to documents will be limited to parties and court users. The public will be able to view the docket sheet, but will not be able to view documents filed in the case via the internet. The public will continue to have access to the documents on file at the clerk’s office, via the public terminal.

Submission of Scheduling/Discovery Plan:

The Magistrate Judge's chambers will issue an "Order for Rule 26(f) Planning Meeting and Rule 16(b) Scheduling conference, and Order re: Resolution of Discovery Disputes." Counsel are to complete the "Scheduling/Discovery Plan" which can be found on the court's website at www.ndd.uscourts.gov under forms. The proposed Scheduling/Discovery Plan is to be e-mailed (in WordPerfect format) to the appropriate Magistrate Judge's chambers e-mail address no later than two days prior to the scheduled conference. This same procedure will be followed for Final Pretrial Conference orders. The Plan will be discussed at the Rule 16(b) Conference with counsel and the Court. The Court will enter an order adopting or amending the same.

Filing a Notice of Appeal:

The notice of appeal processing steps are similar to the steps for filing a new civil case. Notice of appeals will be processed by the Clerk's Office because (in most cases) an appeal fee must be paid at the time of filing. The notice of appeal, Appellant Form A (only in civil cases), and the filing fee (if applicable) shall be filed either by:

1. Notice of appeal pleadings in PDF saved on a 3.5" floppy or compact disk, delivered to Clerk's Office.
 - A disk label must contain: name, e-mail address and telephone number of the filer (i.e. attorney);
 - The name of the filing party;
 - The type of document(s) being filed (i.e. notice of appeal); and
 - The number of documents contained on the disk.
2. Notice of appeal pleadings delivered to the Clerk's Office (or mailed) in paper format.

If you are requesting a transcript for appeal purposes, this request must be sent directly to the court reporter. To determine which court reporter transcribed the hearing, review the docket sheet for the clerk's minutes of the hearing you need transcribed. The court reporter's name will be listed on the minute sheet. If you need assistance determining the court reporter, simply contact our office.

The Clerk's Office will process the notice of appeal to the Court of Appeals.

Text Only Orders:

Text Only Orders are orders by the Court that do not have an attached PDF; they are literally "text only." The docket text listed on the notice of electronic filing is the only notice counsel will receive. These orders are frequently entered for routine motions or stipulations. There isn't a hyperlink to any attached document.

Court Forms

Our website has several forms available for your use. You may complete the forms on-line and then save as a PDF file to file electronically. The various forms are located under “Local Court Information” and under the CM/ECF hyperlink.

Chamber’s E-mail Addresses

ndd_J-Hovland@ndd.uscourts.gov

(Honorable Daniel L. Hovland)

ndd_J-Conmy@ndd.uscourts.gov

(Honorable Patrick A. Conmy)

ndd_J-Miller@ndd.uscourts.gov

(Honorable Charles S. Miller)

ndd_J-Erickson@ndd.uscourts.gov

(Honorable Ralph R. Erickson)

ndd_J-Klein@ndd.uscourts.gov

(Honorable Karen K. Klein)

ndd_J-Webb@ndd.uscourts.gov

(Honorable Rodney S. Webb)

ndd_J-Senechal@ndd.uscourts.gov

(Honorable Alice R. Senechal)